

17 OCT 1983

MEMORANDUM FOR: See Distribution

FROM: Daniel C. King  
Director of Logistics

SUBJECT: Space Requirements

1. The New Building Project Office (NBPO) has been concentrating on the development of accurate space requirement statements for Headquarters over the past 18 months. While this effort will continue throughout the life of the project, we need to give attention to an additional dimension of the space assignment process, i.e., the alternatives available for locating or "stacking" component spaces within the Headquarters complex. Obviously, the end result should reflect a near-optimum level of efficiency and operational convenience.

2. You are requested to provide a central point of contact with whom representatives of this office can work to develop your detailed space requirements for the New Building. Ideally, this individual should be knowledgeable of your current and programmed personnel statistics, functional interfaces, and any unique space requirements of your office. It is suggested that this individual be identified by name and position so that continuity can be maintained in the event of personnel rotation. As the program enters the implementation phase, continuity of knowledge will become increasingly important in satisfying your space requirements.

OL 2109-83

SUBJECT: Space Requirements

STAT  
STAT

3. Please provide this information to   
OL/NBPO, extension  by 28 October 1983.

/s/ Daniel C. King

Daniel C. King

cc: DDS&T Building Planning  
Committee Member

Distribution:

Orig - D/CO  
1 - D/ODP  
1 - D/OF  
1 - D/OIS  
1 - D/OMS  
1 - D/OP  
1 - D/OS  
1 - D/OTE  
1 - D/FBIS  
1 - D/OD&E  
1 - D/ORD  
1 - D/OSO  
1 - D/OTS  
1 - D/OIA  
~~1~~ - OL/NBPO (Official)  
~~1~~ - OL Files  
1 - D/OL Chrono

STAT

OL/NBPO,

(12 Oct 83)